INTERNAL USER GUIDE

A Guide to the Cancer Research UK electronic Grants Management System (eGMS)

A Quick Guide for Applicants applying for funding from CRUK

The web address for eGMS is: https://egms.cancerresearchuk.org
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A  INTRODUCTION

1. The Cancer Research UK grant application system (eGMS) enables applicants to apply for research funding online.

A list of grant schemes can be found on the Cancer Research UK website using the following link:

http://science.cancerresearchuk.org/funding/find-grant/

2. You will not be able to use the system unless you have a username and password

   - If you do not have an account, go to Section B (How to register)
   - If you do have an account, go to Section C (How to complete and submit an application)

B  How to Register using eGMS

1. Go to the eGMS log in page: https://egms.cancerresearchuk.org where the following screen will appear:

2. Click on Register (as shown above) and then follow the step by step onscreen instructions until you have a registered account.
How to Complete your Application using eGMS

1. Once registered log into eGMS at https://egms.cancerresearchuk.org and enter your username and password. This will take you to the Home screen of eGMS.

N.B. The home screen is your starting point to managing your grant applications. A wide variety of tasks is available here such as the ability to update your personal details, as well as detailed guidance notes helping you complete your grant applications.

2. Once you have successfully logged onto eGMS click on Apply for Funding

3. Choose a Funding Opportunity to apply for and then press Continue at the bottom of the page
4. Most Funding Opportunities will then have an Eligibility Quiz for you to complete before you can complete the actual application form. If a quiz appears then answer all of the questions by either selecting Yes or No in the appropriate radio box and then press Submit at the bottom of the page.

After submitting you will find out if you are eligible or not. If you are eligible to apply then proceed to step 5.

5. Assuming you are eligible to apply then return to your Home page of eGMS and under the My Tasks tab click on the relevant link that says ‘Complete Full Application’

6. Enter appropriate responses to **ALL** of the sections on the left hand side menu (see the box marked 1 on the screenshot below).

   - The sections on the left hand side menu will vary depending on the Funding Opportunity that you are applying for. You may complete these sections in the order of your choosing.
   - If you are unsure as to how to answer one of the sections then you can access FAQ (see the box marked 2 on
The **Validation Summary** (number 3 on the screen shot below) will show you the status of each section on the left hand menu.

Information key on the validation summary can include the following symbols:

- The ![icon] indicates that the proposal has not been completed / can not be submitted.
- The ![icon] indicates that the section has been completed / ready for submission.
- The ![icon] indicates that further information is requested prior to submission.
- The ![icon] indicates an item can be added to the current section.
- The ![icon] indicates that you can edit an existing item in the section.
- The ![icon] indicates that you can delete an item.
• You can add the name(s) of a College Administrator (e.g. a Finance Administrator to help provide costing information) and grant them access to alter your application in the Supporting Roles section on the left hand menu.

• You can upload any supporting documents in the Upload section on the left hand menu.

• All sections must have a green tick in the Validation Status before the application can be submitted. If this is the case then you can submit the application by clicking on the Review and Submit section on the left hand menu.

• Applicants should allow a minimum of 5 working days for Research Services to check and authorize the application before the submission deadline.

• The eGMS system does not replace Imperial College’s internal procedures. An InfoEd proposal must be completed and approved by the Head of Department before an application can be authorized by Research Services.

• When the application has been submitted, a system-generated email will be sent to the Research Office (not be confused with Research Services!) mailbox: RGCOADMIN@imperial.ac.uk
  The PI will be identified and the appropriate Research Services team will be notified that an application needs to be approved.

D HELP

1. Extensive help on all areas (including FAQ's) of your grant application can be found at the following web address:

   http://science.cancerresearchuk.org/funding/apply/

2. You can also seek help via email or phone by contacting the eGMS Helpdesk:

   • Email: grants.helpline@cancer.org.uk
   • Tel: +44 (0) 20 3469 5452
     The eGMS helpdesk is available Monday-Friday 9am-5pm (UK time).
When you do contact the helpdesk please have the following information available:

- Your platform (Windows, Mac), your browser (Internet Explorer, Firefox).
- What you were doing when you experienced the error.